Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

RECEIVED SECRETARY OF THE SENATE PUBLIC RECORDS

2019 JUN 21' PM 2: 16

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rube reimbursed/paid for			sures with respect to	travel expenses that have been or wil
☐ The <u>original</u> Employ A <u>copy</u> of the Priva	yee Pre-Travel Autho ite Sponsor Travel Ce	orization (Form RE-1), a striftcation Form with all	AND attachments (itinerar	y, invitee list, etc.)
Private Sponsor(s) (list	all): Softwa	<u>e,019</u>		-·· -
Travel date(s):	Ober 22,7	2018- Octo	ner 24, 1	2018
Name of accompanying Relationship to Travele	<u> </u>	ny): Child		
	OSTS IN EMPLOYEE	EASE DUE TO THE ACC EXPENSES. (Attach addi		SE OR DEPENDENT CHILD, ONLY y.)
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☑\Good Faith Estimate □ Actual Amount	\$815.15	\$367	\$190	
Expenses for Accomp	anying Spouse or Do	ependent Child (if applied	cable):	
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☐ Actual Amount				
necessary.): Het why policy Jorkday, Die Defense Inno	mens, Apple, vation Unit.	symantec, 1B1	rpanies: Sales	Attach additional pages if Storce, Adoide, Sand Okta, avouell as
19/2019 (Date)	Patrick O (Printed)	name of traveler)		(Signature of traveler)
TO BE COMPLETE	D BY SUPERVISING	MEMBER/OFFICER:		
I have made a determin	nation that the expens	es set out above in conn	ections with travel des	scribed in the Employee Pre-Travel

Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

(Revised 1/3/11)

Form RE-2

(Signature of Supervising Senator/Officer)

- A copy of the invitation from the sponsor,
- A copy of the signed and completed Private Sponsor Certification Form with any attachments (including Senate invitee list, if applicable),
- A copy of an hourly itinerary,
- A copy of the Employee Pre-Travel Authorization signed by the employee and supervising \(\)
 Senator/Officer before travel, and
- The Employee Post-Travel Disclosure of Travel Expenses signed by the employee and supervising Senator/Officer upon return from the travel, or the Senators and Officers Post- V Travel Disclosure of Travel Expenses form, as appropriate.



Day, Patrick (Judiciary-Dem)

From:

Sent:

To:

Cc:

Subject:

Attachments:

Tuesday, September 18, 2018 2:51 PM

Day, Patrick

Day Delegation to San Francisco

Software.org Staff Delegation Trip to SFO Attendee Information Form.xlsx; House Ethics Committee Primary Trip Sponsor Form - San Francisco 2018.pdf; Senate Ethics Committee Private Sponsor Travel Certification Form - San Francisco 2018.pdf; 091818 SFO Cyber Del Agenda.docx

Cybersecurity Senior Staff Delegation to San Francisco, CA October 22-24, 2018

Colleagues,

We are delighted you are able to join our Senior Staff Delegation to San Francisco, CA, October 22-24th. The trip will include a series of nuanced conversations with senior cybersecurity engineers at leading software companies and the U.S. DoD Defense Innovation Unit.

- 1) Agenda: Agenda attached. We will circulate an updated draft with additions and time adjustments before the trip. We have invited additional cybersecurity staff to join the delegation dinners.
- 2) Flights: Please return the attached flight information document by this Wednesday Before Noon. Include any flight adjustment requests as applicable.
- 3) Bio: Please submit your bio for the trip information packet. The packet will be disseminated to Congressional staff attendees, company staff the delegation is meeting, and DOD DIU staff.
- 4) Ethics Paperwork: Software.org will cover all approved costs associated with this trip including airfare, hotel expenses, and group meals. This trip has been structured to comply with House and Senate ethics rules. The necessary paperwork for submission to the House and Senate Ethics committees is attached. The Committee deadline to submit paperwork to the House and Senate Ethics Committees is this Friday, September 21.
- 5) Pre-Trip Conference Call: We are planning two, identical pre-trip conference calls to review the trip agenda and details. Let us know if one of the times does not work for your schedule.
 - Call Option 1: Monday, Oct 15th, 1 pm. Dial in: 888-340-5470, Access Code: 9782151
 - Call Option 2: Thursday, Oct 18th, 10am. Dial in: 888-340-5470, Access Code: 9782151
- 6) Non-Disclosure Agreements: Some companies will request meeting participants sign an NDA when entering their facilities. Please let us know if you have considerations or questions.

Please address any questions to John Cameron at johnc@bsa.org.

Sincerely, Chris Hopfensperger

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

-	nsor(s) of the trip (please list all sponsors):
The	Software Education Foundation d.b.a Software.org: the BSA Foundation ("Software.org")
Des	cription of the trip: An educational visit to software companies to provide a better understanding
of t	he software industry's approach to cybersecurity
Dat	es of travel: October 22, 2018 - October 24, 2018
Pla	ce of travel: Sunnyvale and Oakland, CA (with site visits throughout the San Francisco Bay Area)
Nai	ne and title of Senate invitees: See attachment
I ce	rtify that the trip fits one of the following categories:
X	(A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip. OR -
	(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
X	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
	=AND-
X	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
I ce	rtify that:
X	The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for <i>de minimis</i> lobbyist involvement. - AND -
X	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9.	USE ONLY IF YOU CHECKED QUESTION 6(B) I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a
	foreign principal, one of the following scenarios applies: (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip.
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B) If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	Software.org is the sole sponsor and organizer for this trip.
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission: See attachment
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips:
	This is Software.org's sixth trip for Congressional staff. Software.org co-sponsored a trip in 2018 for
	Senate staff. This is the first trip for Senate staff for which Software.org is the sole sponsor.

Sonware.org educati	es policymakers, stakeh	nolders, and the gener	ral public through m	neetings and brie
and by developing a	nd publishing studies an	nd papers that explain	policy, new techno	logies, and other
topics of the interest	to the software industry	·,		
Total Expenses for Ea	ach Participant:			
	Transportation Expenses	Lodging	Meal Expenses	Other
and the control of th	\$815.15	\$367	\$190.00	None
Good Faith estimate	(\$440.15, airfare; \$375, coach bus transportation)	(\$208 Sunnyvale; \$159 Oakland)		
Amounts				
participation or b) the congressional particip	rip involves an event that trip involves an event example arranged are	that is arranged or org	ganized <i>specifically</i>	with regard to
participation or b) the congressional particip	trip involves an event	that is arranged or org	ganized <i>specifically</i>	with regard to
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participation or b) the congressional participation. This trip involves ever participation. Reason for selecting to Software.org chose software.org chose software and location of Holiday Inn Sunnyvalinn at Temescal, 372	the location of the event San Francisco due to the ving Software.org to bet Thotel or other lodging to le, 852 W. El Camino R	that is arranged or organized specification or trip e number of software ter showcase the industrial specification. Sunnyvale, CA 9 land, CA 94609	ally with regard to companies with ma	ongressional

21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:				
	The daily expenses for lodging and meals will be below the daily per diem rates for Sunnyvale and				
	Oakland, California.				
22.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:				
	Round-trip coach airfare from Washington, DC (DCA) to San Francisco (SFO); ground transportation will				
	be provided by coach class charter bus.				
23.	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).				
24.	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:				
	none				
25.	I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.): Signature of Travel Sponsor. Chris Hoppensperger, Executive Percetor.				
	Name and Title: Chris Hopfensperger, Executive Director				
	Name of Organization: The Software Education Foundation d/b/a Software.org: the BSA Foundation				
	Address: 20 F Street, NW, 8th Floor, Washington, DC 20001				
	Telephone Number: 202-530-5135				
	Fax Number:				
	E-mail Address:chris@software.org				

Instructions

(Do not file the Instructions with OPR)

General Instructions

- The Senate Select Committee on Ethics ("Ethics Committee") has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel, including the Glossary of Terms, prior to filling out the Private Sponsor Travel Certification Form and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.
- If there are multiple sponsors, they should jointly complete one Private Sponsor Travel Certification Form for the trip. Each travel sponsor should complete the signature block.
- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:
 - a. the stated mission of the organization sponsoring the trip;
 - b. the organization's prior history of sponsoring congressional trips, if any;
 - other educational activities performed by the organization besides sponsoring congressional trips;
 - d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
 - e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
 - f. whether there is an adequate connection between a trip and official duties;
 - g. the reasonableness of the total amount spent by a sponsor of the trip;
 - h. whether there is a direct and immediate relationship between a source of funding and an event;
 - i. the maximum per diem rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
 - j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
 - k. any other factor deemed relevant by the Select Committee on Ethics.

Consult the Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel, including the Glossary of Terms, for further discussion of these factors.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.
- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least thirty (30) days before the date of the proposed trip.

Filling out the Private Sponsor Travel Certification Form (Question by Question Instructions)

- 1. Sponsor(s) of the trip (please list all sponsors): A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.
- 2. Description of the trip: Provide a brief statement about the purpose of the trip.
- 3. Dates of travel: Provide the dates of departure and return.
- 4. Place of travel: Provide the destination(s) for the trip.
- 5. Name and titles of Senate invitees: Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.
- 6. I certify that the trip fits one of the following categories: A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.
- 7. Financing of the trip, earmarked funds and in-kind contributions: Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal. Earmarking includes any direction, agreement, or suggestion -- formal or informal -- to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.
- 8. Lobbyist/agent of a foreign principal involvement: Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a de minimis way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

Example: A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a de minimis level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.

9. Lobbyist/agent of a foreign principal accompaniment standards: Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. At any segment of the trip means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). At any point throughout the trip means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a de minimis way. This is a broader prohibition than the at any segment of a trip standard.

"De minimis" exception: Both lobbyist/agent of a foreign principal "accompaniment" prohibitions include a de minimis exemption. De minimis means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered de minimis. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

- 10. If travel includes two overnight stays: The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.
- 11. An itinerary for the trip is attached to this form: The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.
- 12. Briefly describe the role of each sponsor in organizing and conducting the trip: A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.
- 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission: Provide a brief description of the stated mission of each sponsor and how it relates to the trip.
- 14. Briefly describe each sponsor's prior history of sponsoring congressional trips: Provide a brief discussion of the sponsor's history of sponsoring congressional travel. It is not necessary to list every trip.
- 15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips): Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.
- 16. Total expenses for each participant: Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.

- 17. Congressional participation: For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be "reasonable" in accordance with Ethics Committee regulations.
- 18. Reason for selecting the location of the event or trip: The location of the trip must be related to its purpose. A brief but detailed description of the reason for the selection of the location must be provided.
- 19. Name and location of hotel or other lodging facility: Include the exact name and address of the hotel or other lodging facility.
- 20. Reasons for selecting hotel or other lodging facility: Provide an explanation of the sponsor's rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.
- 21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel: Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government per diem rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.
- 22. Describe the type and class of transportation being provided: While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.
- 23. Expenses for recreational activity or entertainment: The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event.
- 24. List any entertainment that will be provided to, paid for or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event: Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.
- 25. Certification: Each sponsor of a trip should sign the form and certify that the information is complete and correct. Attach additional pages with the certification and signature block, as necessary, for each trip sponsor.

US Senate

Committee on Ethics

Attachments to Private Sponsor Travel Certification Form

Attachment 1 - Question #5 - Name and title of Senate invitees.

Name	Title	Affiliation
Michaek Kuiken	National Security Advisor	Senate Minority Leader Charles Schumer
Robert Leonard	National Security Advisor	Senate Minority Whip Richard Durbin
Patrick Day	Counsel	Senate Judiciary Committee
Dan Lips	Policy Director	Senate Homeland Security and Government Affairs Committee
Julie Klein	. Professional Staff Member	Senate Homeland Security and Government Affairs Committee
Chris Cook	Professional Staff Member for Subcommittee on Homeland Security	Senate Appropriations Committee
Andy Olson*	Senior International Finance Advisor	Senate Foreign Relations Committee

Attachment 2 - Question # 12 - Description of role of sponsor in organizing and conducting the trip

Software.org: the BSA Foundation is an independent and nonpartisan international research organization. This visit is an opportunity to share about the world's most innovative software companies and learn first-hand from leading industry experts about the industry's approach to cybersecurity. Software.org planned and organized all aspects of the trip, made lodging and travel arrangements, and corresponded with businesses involved to set up events and tours at each location. Software.org is the sole sponsor for this trip, including responsibility for covering cost of meals throughout the trip.

*The Senate Foreign Relations Committee (SFRC) will independently fund all travel costs and arrangements for Mr. Andy Olson. Software.org will purchase Mr. Olson's airfare and accommodations in a block with all other delegation participants, conferring a reduced rate. SFRC will reimburse the Foundation.

Attachment 3- Question # 13 - Description of stated mission of sponsor and how purpose of trip relates

Software.org: the BSA Foundation is an independent and nonpartisan international research organization that was launched in 2017 to educate policymakers and the broader public about the hugely positive impact that software has on our lives, our economy, and our society. With headquarters in Washington, DC, Software.org works to empower the workforce of the future and to help policymakers, stakeholders, and the technology industry look forward and prepare for the world of tomorrow.

In support of our policy agenda, Software.org is embarking on this trip as part of an ongoing effort to create more opportunities for education and providing hands-on experience to further congressional staff's understanding of the industry's approach to cybersecurity.

The trip to San Francisco will include unique visits to several global software companies. It is our goal that participants will gain greater insight into how the software industry is securing digital assets, innovating to adapt to the modern threat environment, and learn how public policy can play a role in enhancing our country's cybersecurity programs. This will be accomplished through site visits to the San Francisco and Silicon Valley locations of Adobe, Apple, DIU, IBM, Microsoft, Okta, Symantec, Workday including indepth, on premises conversations with the company's senior cybersecurity experts.

We will also gain insight into Siemens's cybersecurity approach through a detailed conversation with their senior cybersecurity experts over dinner on October 22.

We have invited staff who work in the Judiciary, Foreign Relations, Homeland Security and Government Affairs, and Appropriations committees as well as Leadership offices in order to provide them with an indepth conversation on the industry's approach to cybersecurity.

Attachment 4 - Question #14 - Description of sponsor's prior history of sponsoring congressional trips.

This is Software.org's sixth Congressional trip. Software.org is positioned to educate Congressional policymakers on cybersecurity and the software, data, and application economy by providing them with an opportunity to visit software companies to engage in high-level discussions with industry leaders.

Attachment 5 - Question #15 - Description of educational activities performed by sponsor (other than Congressional trips).

Software.org educates policy makers, stakeholders, and the general public at a global level through meetings and briefings, by developing and publishing studies and papers that explain policy and enforcement issues of interest to the software industry, by engaging the public through events and panels that reach wide audiences, and by partnering with leading organizations to support diversity, inclusion, and economic opportunity.

Attachment 6 - Question #20 - Reason for selecting hotel accommodations

We selected the Holiday Inn Sunnyvale because the rate meets—the per diem rate and there is no minimum night stay. During our trip, a city-wide event in San Francisco is increasing hotel prices to \$200-300 over the per diem rate and requiring the delegation to commit to a three-night stay. The Hyatt House Emeryville was chosen as lodging for the second night of travel because of its proximity to companies we will visit on the third day of travel and because its rate (\$299) was closest to per diem.

Attachment 7 - Question #21 - Description of daily expenses compared to Federal Government per diem

Daily expenses for meals and other expenses will be at or below per diem rates. During our trip, a city-wide event in San Francisco is increasing hotel prices to \$200-300 over the per diem rate and requiring the delegation to commit to a three-night stay. The Hyatt House Emeryville was chosen as lodging for the second night of travel because of its proximity to companies we will visit on the third day of travel and because its rate (\$299) was closest to per diem.

** /**



Day 1 (Monday, October 22)

7:00 AM Meet at gate, Ronald Reagan International Airport (DCA)

8:05 AM EST United Flight 2042 from DCA to San Francisco International Airport (SFO)

11:00 AM PST United 2042 arrives at SFO

12:00 PM Bus transport to Salesforce.

12:30 PM Salesforce – Lunch Served at Salesforce

Location: I Market Street, Suite 300

At Salesforce, attendees will meet with the company's senior security experts for an in-depth conversation about the company's approach to cybersecurity, the threat landscape, and the role of

public policy in promoting stronger cybersecurity solutions.

2:30 PM Depart Salesforce. Bus transport to Adobe.

3:00 PM Adobe

Location: 601 Townsend Street, San Francisco

During the visit to Adobe, the delegation will meet with Brad Arkin, the company's Chief Security

Officer, to discuss the cyber threat landscape and how public policy impacts cybersecurity

programs.

4:00 PM Depart Adobe. Bus transport to Workday.

4:30 PM Workday

Location: 160 Spear Street, San Francisco

Attendees will meet with Workday's senior cybersecurity executives for an in-depth conversation

on the company's approach to cybersecurity and the modern threat environment.

5:30 PM Depart Workday. Bus transport to Bistro Boudin

6:00 PM Arrive at Bistro Boudin

6:00 PM Dinner with Siemens Head of Cybersecurity

Location: Bistro Boudin, 160 Jefferson Street, San Francisco

Over dinner at Bistro Boudin, attendees will engage in a detailed conversation on Siemens's approach to cybersecurity with Leo Simonovich, VP and Global Head, Industrial Cyber and

Digital Security.

8:00 PM Dinner concludes. Attendees depart for Sunnyvale Hotel

Location: 852 W El Camino Real, Sunnyvale, CA 94087

9:00 PM Arrive at Sunnyvale Hotel.



Day 2 (Tuesday, October 23)

9:00 AM Group meets in hotel lobby.

Bring luggage to lobby and please check out.

Breakfast served in hotel lobby. Bus transport to Apple.

9:30 AM Apple

Location: One Infinite Loop, Cupertino

During the visit to Apple's campus, attendees will meet with company executives for an in-depth conversation about the company's approach to cybersecurity, the current threat landscape, and public policy's impact on digital security.

11:00 AM Depart Apple. Bus transport to DIU.

11:30 AM DIU - Lunch Served at DIU

Location: 230 R.T. Jones Road, Mountain View, CA

At DIU's Mountain View headquarters, attendees will meet with DIU leadership to discuss the organization's mission and work. DoD established DIU to accelerate commercial innovation to the warfighter in order to meet the changing demands of today's strategic and technological environments. It is DIU's mission to lead DoD's break with past paradigms of military-technical advantage to become fast adapters -- as opposed to sole developers -- of technology, integrating the advanced commercial capabilities necessary for strategic advantage. In this hyper-competitive environment, DoD is moving to prioritize speed of delivery, rapid and modular upgrades, and quick operational adaptation on the battlefield. The delegation discussion will include a focus on cybersecurity and artificial intelligence, as well as a tour of the department's current work on counter Unmanned Aerial Systems.

1:30 PM Depart DIU. Bus transport to Symantec.

2:00 PM Symantec

Location: 350 Ellis Street, Mountain View

Attendees will meet with Symantec executives for an in-depth conversation on the company's approach to cybersecurity and the cybersecurity landscape. Invited attendees include Steve Trilling, Senior Vice President and General Manager, Security Analytics and Research.

3:30 PM Depart Symantec. Bus transport to IBM.

4:00 PM IBM

Location: 1850 Gateway Dr #150, San Mateo, CA

During the visit to IBM, attendees will meet with the companies leading cybersecurity experts for an in-depth conversation on the cybersecurity environment and how IBM solutions, such as cognitive cybersecurity technologies, are helping companies stay secure.

5:30 PM Depart IBM. Bus transportation to dinner in the valley.

6:00 PM Dinner in Silicon Valley



7:30 PM Depart dinner for Emeryville hotel.

8:30 PM Arrive at Emeryville Hotel

Day 3 (Wednesday, October 24)

8:00 AM Group meets in hotel lobby. Bus transport to Microsoft.

Bring luggage to lobby and please check out. Breakfast served in hotel lobby

8:30 AM Microsoft

Location: 1355 Market Street, San Francisco

During the visit to Microsoft, attendees will meet with top cybersecurity officials for an in-depth conversation about the company's approach to cybersecurity, the current threat landscape, and how public policy impacts digital security.

9:30 AM Depart Microsoft. Bus Transport to Okta.

10:00 AM Okta

Location: 300 Brannan Street, San Francisco

At Okta, attendees will meet with the company's senior cybersecurity executives to discuss the cyber threat environment, enterprise ID management, and access management, among other things. Invited speakers include Yassir Abousselham, Chief Security Officer for Okta.

11:00 AM Depart Okta. Bus transport to SFO.

12:00 PM Check in at SFO.

1:15 PM PST United Flight 2046 from SFO to DCA.

9:30 PM EST United Flight 2046 lands at DCA.

Form RE-1

(Revised 10/19/15)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

<u>Pre-Travel Filing Instructions</u>: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form <u>must</u> be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Patrick Day
Name of Traveler:
Employing Office/Committee:
BSA Foundation Private Sponsor(s) (list all):
ullet
October 22 - October 24 (2018) Travel date(s): Note: If you plan to extend the trip for any reason you must notify the Committee.
San Francisco Destination(s):
Explain how this trip is specifically connected to the traveler's official or representational duties:
The trip is intended to connect cyber security experts from U.S. technology compaines with national security oriented Senate staffers to discuss cyber security policies.
Name of accompanying family member (if any):
I certify that the information contained in this form is true, complete and correct to the best of my knowledge: 4/21/2018:
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms Secretary for the Majority, Secretary for the Minority, and Chaplain):
1, Jennter Duck hereby authorize Patrick Day (Print Senator's/Officer's Name) (Print Traveler's Name)
an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.
1 have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) 9/21/2018 (Signature of Supervising Senator/Officer)



Pre-Travel Filing Instructions: Complete and submit this form at least 30 days

prior to the travel departure date to the Select Committee on Ethics in SH-220.

Incomplete and late travel submissions will <u>not</u> be considered or approved. This

form must be typed and is available as a fillable PDF on the Committee's website

at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your

required post-travel disclosure.

Date/Time Stamp:

ETHIC OCT 9'18pm 2:42

Name of Traveler:	Patrick Day			
Employing Office/Committee:	Senate Judiciary Committee, Ranking Member Feinstein			
	Education Foundation d.b.a. Software.org: the BSA Foundation			
Travel date(s): October 22-24, 201				
	trip for any reason you <u>must</u> notify the Committee.			
Destination(s): Sunnyvale and Oakland, California (San Francisco Bay Area)				
Explain how this trip is specifically connected to the traveler's official or representational duties:				
The trip will bring together Congressional staff responsible for cybersecurity with individuals from top U.S. technology companies to discuss cybersecurity policy. I handle cybersecurity issues for Ranking Member Feinstein on the Senate Judiciary Committee.				
Name of accompanying family members. Relationship to Employee: Spouse				
I certify that the information contained in this form is true, complete and correct to the best of my knowledge:				
10/9/2018 (Date)	Signature of Employee)			

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms,

hereby authorize _

I have also determined that the attendance of the employ	ee's spouse or child is appropriate to assist in the representat	tion
of the Senate. (signify "yes" by checking box)		

10/9/2018 (Date)

(Revised 10/19/15)

Secretary for the Majority, Secretary for the Minority, and Chaplain):

Senator Feinstein

(Print Senator's/Officer's Name)

(Signature of Supervising Senator/Officer)

Patrick Day

(Print Traveler's Name)

Form RE-1